

Personnel

Nancy Nittler, Director

MISSION STATEMENT

As guided by the merit principles of the Civil Service System, the Personnel Department attracts, recruits, retains and supports a valued, quality workforce in order to provide exceptional services on behalf of Placer County to the public and our employees.

Appropriation	Actual 2003-04	Position Allocations	BOS Adopted 2004-05	Position Allocations
Personnel Services	\$ 1,659,156	23	\$ 1,968,485	23
Employee Benefits	1,669,091	7	2,284,285	7
Dental & Vision (Internal Service Fund)	2,805,534	0	3,152,715	0
Unemployment (Internal Service Fund)	437,897	0	305,721	0
Total:	<u>\$ 6,571,678</u>	<u>30</u>	<u>\$ 7,711,206</u>	<u>30</u>

CORE FUNCTIONS

Personnel Department

The Personnel Department is structured into two divisions, Personnel Services and Employee Benefits. The purpose of the Personnel Services Division is to provide comprehensive personnel expertise and support to department managers and supervisors so that they can focus on the programs and service they provide to their customers. The purpose of the Employee Benefits Division is to fulfill the benefit requirements for Placer County employees and their families in order to attract and retain a quality workforce who provide exceptional services to the constituents of Placer County in a cost-effective manner.

Dental and Vision (Internal Service Fund)

To provide a funding source for Placer County's self-insured Dental and Vision Insurance Program in which other local public agencies also participate.

Unemployment (Internal Service Fund)

To fund and administer Placer County's self-insured Unemployment Insurance Program.

FY 2003-04 Major Accomplishments

- Participated with the Auditor's Office, Administrative Services, and the County Executive Office in the implementation process for the automated payroll/personnel system. The Personnel Department dedicated a team of staff to update the County's existing system transferring information to PeopleSoft to include development of a new human-resource information system and automated payroll processing system.
- In conjunction with the County Executive Office, negotiated a side agreement with Placer Public Employees Organization (PPEO) on salaries for selected classes as well as continued contract negotiations with the Placer County Deputy Sheriff's Association (DSA).
- Performed job-analysis and organizational structure review for over 215 positions, resulting in recommendations to reclassify positions or modify classifications.

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- Developed and implemented informational brochures for employees and managers on county leave of absence program in addition to tracking and processing employee leaves of absence.
- Conducted retirement planning workshops; material development and counseling sessions for employees anticipating retirement.
- Continued implementation of performance-evaluation software program to four pilot departments to augment the Governing for Results Performance Appraisal Initiative.
- Assisted the County Executive Office with development and implementation of a strategic workforce plan, which included meetings with a workforce planning consultant and county departments to identify potential vacancies as a result of anticipated retirements.
- Developed and reviewed recruitment training manual and materials on recruitment procedures and processes for FY 2004-05 roll out to departments.
- Implemented new version of SIGMA, the Personnel Department's applicant tracking application. This resulted in improved interdepartmental procedures.
- In light of the current and potential economic situation facing the County, our department in conjunction with the County Executive Office, developed and implemented a countywide Voluntary Work Furlough Program. This program was designed to meet employee work life balance needs and departmental operational needs.
- Establish a committee of labor and management to study, identify, and recommend potential health care options that result in cost savings and/or improved health care services for our employees and their families.

FY 2004-05 Planned Accomplishments

- In addition to tracking and processing employee leaves of absence, work collaboratively with Risk Management, County Counsel and departments to coordinate and manage the leave-of-absence program. Goals include continued documentation of related policies and procedures and training of managers and supervisors.
- Continue with a committee of labor and management to study, identify, and recommend potential health care options that result in cost savings and/or improved health care services for our employees and their families.
- Continue to implement the automated performance evaluation system in selected departments including training for managers and supervisors.
- Continue to assist County Executive Office in the development and implementation of a strategic workforce plan that will identify gaps in knowledge and expertise resulting from anticipated retirements and guide department recruitment efforts effectively.
- Distribute instructional materials and train county departments in the recruitment and hiring process to strengthen the partnership between department and Personnel's staff. Implement a training program for department administrative staff.

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Department Comments

KEY CHALLENGES FOR THE UPCOMING FISCAL YEAR

As we prepare for the upcoming fiscal year and beyond, the Personnel Department will be working to maintain a careful balance between the need for support, assistance and benefits for employees and departments while anticipating an on-going reduction in county resources.

Improved On-line Services

Priority for FY 2004-05 is the continued implementation of two very large countywide programs: 1) Automated County Online Resource Network (ACORN); and 2) the Performance Impact Evaluation Program. These programs will enhance the tools available to more effectively manage our human resources.

Retirement Processing

The Personnel Department estimates close to 200 retirements in the upcoming fiscal year that will drive workload in both the Benefits and Personnel Services Divisions.

Workforce Strategies

Given the demographics of our workforce, the Personnel Department continues to be actively involved in workforce planning in conjunction with County Executive Office and department leadership. As county departments experience fiscal constraints that result in possible staff restructuring, the Personnel Department will work closely with managers and the employees to assess impacts and provide assistance.

County Executive Comments And Recommendations

Salaries and benefits have increased due to standard merit and benefit increases. The department has attempted to minimize the impact of these increases in the *Personnel* budget by reducing the budget in other areas. Due to increased workload, the delivery of services to other county departments may be impacted. Furniture and equipment for the remodeled Fulweiler annex (\$33,000) will be funded by the construction budget and is not included in the recommended budget. The *Personnel* budget receives reimbursement for personnel services from Health and Human Services (\$252,101), from other departments for recruitment publications (\$40,000), for classification studies reimbursement (\$25,000), and for administrative services from the Dental and Vision and Unemployment Insurance funds (\$80,627).

Department requested funding considerations for final budget:

- Restore funding for one personnel analyst (\$105,513)
- Restore funding for extra help (\$ 9,682)

Benefit costs in the *Employee Benefits* budget have increased significantly due to the continued increase in costs for retiree health insurance. Annual increases in health insurance costs and the growing numbers of retirees will continue to impact this budget every year. These increases are partially offset, in this budget, by increased charges to other county departments. The current year increase in the budget reflects the costs for non sub-vented general fund budgets. The employee benefits budget charges sub-vented general fund budgets and non-general fund budgets for the proportionate cost of employee benefits. The net county cost is the non sub-vented General Fund share.

The *Dental and Vision* budget includes the 10% increase in the employer contribution for dental insurance premiums necessary to cover increased claims costs due to retiree dental coverage. Individual claim amounts have increased along with the number of participants in the program, and claims costs for retirees have risen at a faster rate than employee claims rates. Revenues in this budget are primarily contributions from employers and employees and from other agencies participating in the dental and vision program. The budgeted revenues include an increase in employer rates of 10%.

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The *Unemployment* budget expenditures decreased due to lower Cost Allocation Plan (A-87) costs and reduced administration charges. Estimated claims costs are budgeted at the same level as for FY 2003-04 although claims may rise due to an increase in the benefit rate and a possible increase in the number of claimants in FY 2004-05. Final budget adjustments will be made to appropriate additional funds for claims if necessary.

Final Budget Changes from the Proposed Budget

Funding was rebudgeted in *Personnel* for implementation of the Personnel/Payroll System (\$9,000) and restored for one personnel analyst position (\$105,513) and extra help (\$9,682). Funding is also included for one senior personnel analyst assuming tasks formerly performed by Health and Human Services (HHS), and HHS will provide reimbursement for this position (\$114,215).

Employee Benefits includes rebudgeted items for professional services (\$3,936) and medical reimbursements (\$11,197).

Cancelled reserves in the *Dental & Vision Internal Service Fund* will be used to balance this budget due to lower than expected carryover fund balance (\$44,818).

The *Unemployment Insurance Fund* will place excess carryover fund balance into a reserve account, Designation for Contingencies (\$142,993)

PERSONNEL FUND 100 / APPROPRIATION 10500

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
Expenditures						
Salaries and Employee Benefits	\$ 1,388,758	\$ 1,599,616	\$ 2,057,421	\$ 1,930,895	21%	\$ 2,160,305
Services and Supplies	266,603	256,558	288,746	197,961	-23%	206,961
Intra Fund Charges	1,328	1,211	7,535	7,535	522%	7,535
Gross Budget:	<u>1,656,689</u>	<u>1,857,385</u>	<u>2,353,702</u>	<u>2,136,391</u>	15%	<u>2,374,801</u>
Intra Fund Credits	(218,566)	(198,229)	(303,601)	(292,101)	47%	(406,316)
Net Budget:	<u>\$ 1,438,123</u>	<u>\$ 1,659,156</u>	<u>\$ 2,050,101</u>	<u>\$ 1,844,290</u>	11%	<u>\$ 1,968,485</u>
Revenue						
Charges for Services	\$ 90,207	\$ 97,284	\$ 80,627	\$ 80,627	-17%	\$ 80,627
Miscellaneous Revenue	179	8,163	-	-	-100%	-
Other Financing Sources	8,163	-	34,000	25,000	100%	25,000
Total Revenue:	<u>98,549</u>	<u>105,447</u>	<u>114,627</u>	<u>105,627</u>	0%	<u>105,627</u>
Net County Cost:	<u>\$ 1,339,574</u>	<u>\$ 1,553,709</u>	<u>\$ 1,935,474</u>	<u>\$ 1,738,663</u>	12%	<u>\$ 1,862,858</u>
Allocated Positions	23	23	23	23	0%	23

CORE FUNCTION: PERSONNEL SERVICES

Recruitment & Department Support

Program Purpose: To provide comprehensive personnel expertise and support to department managers and supervisors so that they can focus on the programs and service they provide to their customers.

Administration & Financial Services

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Total Expenditures: \$1,228,019

Total Staffing: 12.0

- **Key Intended Outcome:** To provide departments eligible lists of qualified candidates to fill vacant positions.

Recruitment & Department Support Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of department requests for candidates	342	270	250
% of recruitments completed within identified recruitment plan time frame	N/A	63%	70%
% of departments recruitment evaluated as satisfactory or better	80%	93%	85%

Program Comments: The County implemented a stringent recruitment and hiring approval process during this year due to ongoing budget uncertainties, which impacts the number of departmental requests for candidates.

Classification & Compensation Program

Program Purpose: To maintain the systematic classification of positions based on objective criteria and adequate job evaluation and in adherence with Civil Service Commission rules and procedures and state and federal law.

Total Expenditures: \$1,125,684

Total Staffing: 11.0

- **Key Intended Outcome:** Utilize the classification plan to define essential job functions, facilitate recruitment efforts, and assess appropriate salary relationships and to provide applicants with information for job advancement and career development.

Classification & Compensation Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of position classification reviews	266	40	75
# of classification reviews and updates	107	72	60
# of positions reviewed for salary	N/A	264	40
% of position/classification reviews analyzed within 90-day time frame	78%	85%	90%

Program Comments: Recent negotiations with employee units resulted in an agreement to review a defined number of classifications for salary during the next couple of years. In addition, the Personnel Department regularly evaluates classifications to keep them current. It is anticipated that the more stringent recruitment and hiring approval processes will result in a larger number of position classification reviews.

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EMPLOYEE BENEFITS FUND 100 / APPROPRIATION 11480

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
Expenditures						
Salaries and Employee Benefits	\$ 2,926,837	\$ 4,306,290	\$ 5,803,577	\$ 5,803,907	35%	\$ 5,803,907
Services and Supplies	623,537	706,943	860,888	831,164	18%	846,297
Intra Fund Charges	3,690	85,886	109,761	142,175	66%	142,175
Gross Budget:	<u>3,554,064</u>	<u>5,099,119</u>	<u>6,774,226</u>	<u>6,777,246</u>	33%	<u>6,792,379</u>
Intra Fund Credits	(2,406,116)	(3,430,028)	(4,535,963)	(4,508,094)	31%	(4,508,094)
Net Budget:	<u>\$ 1,147,948</u>	<u>\$ 1,669,091</u>	<u>\$ 2,238,263</u>	<u>\$ 2,269,152</u>	36%	<u>\$ 2,284,285</u>
Revenue						
Intergovernmental Revenue	\$ 5,000	\$ -	\$ -	\$ -	0%	\$ -
Charges for Services	519,125	652,169	697,622	733,795	13%	733,795
Other Financing Sources	-	-	79,075	-	0%	-
Total Revenue:	<u>524,125</u>	<u>652,181</u>	<u>776,697</u>	<u>733,795</u>	13%	<u>733,795</u>
Net County Cost:	<u>\$ 623,823</u>	<u>\$ 1,016,910</u>	<u>\$ 1,461,566</u>	<u>\$ 1,535,357</u>	51%	<u>\$ 1,550,490</u>
Allocated Positions	7	7	7	7	0%	7

Benefit Coordination Program

Program Purpose: Provide comprehensive, cost-effective benefit options for Placer County employees and their families in order to attract and retain a quality workforce.

Total Expenditures: \$4,838,733

Total Staffing: 5.0

- **Key Intended Outcome:** To provide employees with access to benefit programs which promote sustained health, financial security and valued employment.

Insurance Benefit Coordination Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of benefit transactions processed	N/A	4,358	4,000
% utilization of Placer County EAP participants	22%	19%	22%
# of employees requesting additional benefit coordination	N/A	6,820	5,500
% of employees surveyed during open enrollment who rated their understanding of the employee benefit package as satisfactory or above	81%	84%	80%

Program Comments: The Personnel Department anticipates increased needs for benefit assistance services due to the implementation of the new payroll/personnel system Automated County Online Resource Network (ACORN).

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Leave Benefit Coordination Program

Program Purpose: Assist county departments with integrated leave management services that incorporate the various state and federal laws, including Americans with Disabilities Act, Workers' Compensation, State Disability Insurance, the Salary Protection Plan and other county-provided benefits.

Total Expenditures: \$967,747

Total Staffing: 1.0

- **Key Intended Outcome:** Work with the department and employee on a suitable plan for return to work while coordinating the various policies, practices and mandates related to the employee's leave.

Leave Benefit Coordination Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of leave-of-absence (LOA) files opened	674	504	480
% of workforce out on leave of absence	N/A	8%	9%
# of staff hours spent processing leave of absence files	N/A	2,459	2,000

Retirement Planning & Assistance Program

Program Purpose: Assist and educate employees with retirement planning throughout their Placer County careers.

Total Expenditures: \$483,873

Total Staffing: 0.5

- **Key Intended Outcome:** To provide individual and group training to employees for retirement planning in the Public Employee Retirement System, Retiree Health Program and county-sponsored deferred compensation plans.

Retirement Planning & Assistance Program Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of employees over the age of 45 attending retirement planning sessions	N/A	143	200
% of employees who reported they benefited from training sessions	N/A	90%	95%
# of employees participating in deferred compensation programs	1,569	1,550	1,550

Program Comments: Placer County employees continue to benefit from retirement planning workshops offered by Placer County and CalPERS staff. It is anticipated that approximately 200 employees will retire from Placer County during FY 2004-05.

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Labor Relations Management Program

Program Purpose: To provide labor-relations expertise and support in conjunction with the County Executive Office to achieve collective-bargaining agreements and to promote positive labor relations.

Total Expenditures: \$483,873

Total Staffing: 0.5

- **Key Intended Outcome:** Implement the benefit-related provisions in the negotiated labor agreements.

Labor Relations Management Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of new provisions to be implemented	9*	15*	5*
# of staff hours spent on labor relations activities	1,900	3,615	2,500
Note: *Includes only currently adopted contracts.			

PROPRIETARY FUNDS

DENTAL & VISION INTERNAL SERVICE FUND FUND 270850 / APPROPRIATION 02850

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
Operating Expenses						
Services and Supplies	\$ 372,514	\$ 383,704	\$ 342,656	\$ 342,656	-11%	\$ 342,656
Other Charges	2,119,880	2,421,830	2,699,086	2,699,086	11%	2,699,086
Appropriations for Contingencies	-	-	110,973	110,973	100%	110,973
Total Operating Expenditures:	\$ 2,492,394	\$ 2,805,534	\$ 3,152,715	\$ 3,152,715	12%	\$ 3,152,715
Revenue						
Revenue from Use of Money and Property	\$ 7,864	\$ 2,071	\$ 5,000	\$ 5,000	141%	\$ 5,000
Charges for Services	2,353,768	2,767,705	3,165,400	3,165,400	14%	3,165,400
Miscellaneous Revenue	(453)	-	-	-	0%	-
Other Financing Sources	(33)	-	-	-	0%	-
Total Revenue:	2,361,146	2,769,776	3,170,400	3,170,400	14%	\$ 3,170,400
Net Income (Loss)	\$ (131,248)	\$ (35,758)	\$ 17,685	\$ 17,685	-149%	\$ (17,685)
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Allocated Positions	-	-	-	-	0%	-

Program Purpose: To provide a funding source for Placer County's self-insured dental and vision insurance program in which other local public agencies also participate.

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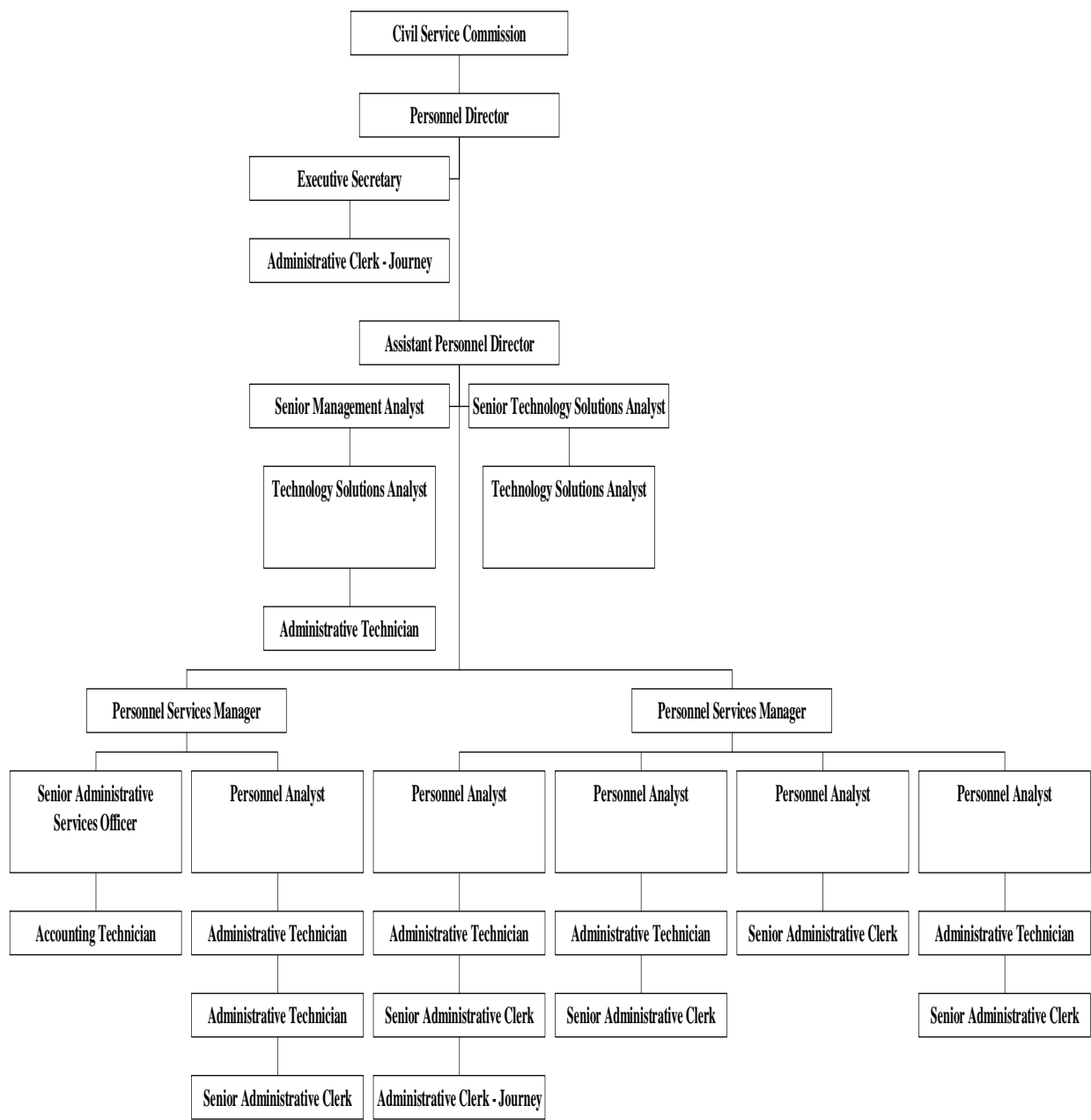
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UNEMPLOYMENT
INTERNAL SERVICE FUND
FUND 270500 / APPROPRIATION 06200

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
Operating Expenses						
Services and Supplies	\$ 226,204	\$ 213,484	\$ 30,721	\$ 30,721	-86%	\$ 30,721
Other Charges	105,700	224,413	374,648	275,000	23%	275,000
Total Operating Expenditures:	\$ 331,904	\$ 437,897	\$ 405,369	\$ 305,721	-30%	\$ 305,721
Revenue						
Revenue from Use of Money and Property	\$ 18,757	\$ 12,438	\$ 10,000	\$ 13,000	5%	\$ 13,000
Miscellaneous Revenue	-	395,855	-	-	-100%	-
Other Financing Sources	388,436	-	390,000	390,000	100%	390,000
Total Revenue:	407,193	408,293	400,000	403,000	-1%	403,000
Net Income (Loss)	\$ 75,289	\$ (29,604)	\$ (5,369)	\$ 97,279	-429%	\$ 97,279
Allocated Positions	-	-	-	-	0%	-

Program Purpose: To fund Placer County's self-insured unemployment insurance program.

PERSONNEL DEPARTMENT



POSITIONS: 30

Fund: 270 Self Insurance Fund					
Subfund: 500 State Unemployment Insurance					
Budget Unit: 6220 State Unempl Insurance					Approved Adopted by the Board of Supervisors
Operating Detail (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Department Request 2004-05 (4)	Recommended by C.E.O. 2004-05 (5)	2004-05 (6)
Operating Income					
8780 Contributions from Other Funds			390,000	390,000	390,000
Total Operating Income			390,000	390,000	390,000
Operating Expenses					
2550 Administration	143,141	140,304	26,779	26,779	26,779
2555 Prof/Spec Svcs - Purchased	1,385	1,535	1,890	1,890	1,890
2709 Rents & Leases - Computer S	1,425	951	951	951	951
3551 Transfer Out A-87 Costs	80,253	70,694	1,101	1,101	1,101
3923 Employee Claims			374,648	275,000	275,000
3935 Contingencies-Judgement and D	(72,536)				
Total Operating Expenses	153,668	213,484	405,369	305,721	305,721
Net Operating Income (Loss)	(153,668)	(213,484)	(15,369)	84,279	84,279
Non-Operating Revenue (Expense)					
3923 Employee Claims	(178,236)	(224,413)			
6950 Interest	18,757	12,438	10,000	13,000	13,000
8780 Contributions from Other Funds	388,436				
8794 Employer Share - State Unemploy		395,855			
Total Non-Operating Revenue (Expense)	228,957	183,880	10,000	13,000	13,000
Net Income (Loss)	75,289	(29,604)	(5,369)	97,279	97,279
Fixed Assets					
Total Fixed Assets					

Employee Benefits

General Fund

Fund: 100

Subfund: 0

Appropriation: 11480

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Salaries & Benefits					
1002 Salaries and Wages	331,974	373,923	425,020	425,020	425,020
1003 Extra Help	7,015	1,420	11,088	4,000	4,000
1005 Overtime & Call Back		705	5,000	5,000	5,000
1300 P.E.R.S.	23,096	38,925	73,304	83,304	83,304
1301 F.I.C.A.	25,353	28,332	33,745	33,745	33,745
1310 Employee Group Ins	41,526	49,122	72,440	72,440	72,440
1315 Workers Comp Insurance	1,589	1,605	6,493	6,493	6,493
1320 Retired Employee Grp Ins	2,496,284	3,812,258	5,174,237	5,171,655	5,171,655
1420 Adm Cost Retirement			2,250	2,250	2,250
Total Salaries & Benefits	2,926,837	4,306,290	5,803,577	5,803,907	5,803,907
Services & Supplies					
2051 Communications - Telephone	4,638	5,479	6,000	6,000	6,000
2130 Insurance	42,071	100,479	180,000	150,288	150,288
2439 Membership/Dues	5,955	3,487	4,000	3,000	3,000
2456 Misc Expense		71,568			
2481 PC Acquisition	1,915	5,097			
2511 Printing	5,704	8,490	5,000	5,000	5,000
2522 Other Supplies	1,740	(255)	1,000	1,000	1,000
2523 Office Supplies & Exp	7,828	3,580	3,000	3,000	3,000
2524 Postage	279	2,574	800	800	800
2555 Prof/Spec Svcs - Purchased	239,049	246,610	287,800	287,800	291,736
2556 Prof/Spec Svcs - County	101,603	89,749	120,505	120,505	120,505
2701 Publications & Legal Notices	36	1,492			
2709 Rents & Leases - Computer SW	3,011	4,603	3,334	4,322	4,322
2727 Rents & Leases - Bldgs & Impr	42	222			
2840 Special Dept Expense	204,887	160,718	239,149	239,149	250,346
2844 Training	2,970	614	2,300	2,300	2,300
2845 Mgmt Comp-Cash Out	(750)				
2931 Travel & Transportation	871	974	6,500	6,500	6,500
2932 Mileage	1,688	1,462	1,500	1,500	1,500
Total Services & Supplies	623,537	706,943	860,888	831,164	846,297
Charges From Departments					
5310 I/T Employee Group Insurance		(5,133)			
5405 I/T Maintenance - Bldgs & Improvem			211	211	211
5523 I/T Office Supplies & Expenses	36				
5556 I/T - Professional Services	3,504	90,883	109,550	141,964	141,964
5840 I/T Special Dept Expense		36			
5844 I/T Training	150	100			
Total Charges From Departments	3,690	85,886	109,761	142,175	142,175
Gross Budget	3,554,064	5,099,119	6,774,226	6,777,246	6,792,379
Less: Charges to Departments					
5002 I/T - County General Fund	(985,958)	(1,392,420)	(2,087,162)	(2,071,422)	(2,071,422)
5004 I/T - Road Fund	(138,654)	(220,579)	(296,101)	(294,795)	(294,795)
5008 I/T - County Office Bldg Fund	(19,493)		(36,784)	(36,488)	(36,488)
5009 I/T - County Library Fund	(42,090)	(72,063)	(103,922)	(103,339)	(103,339)
5010 I/T - Fire Protection Fund		(2,629)	(5,598)		
5011 I/T - Public Safety Fund	(1,216,084)	(1,720,561)	(1,998,079)	(1,993,758)	(1,993,758)
5015 I/T - Comm Services Fund	(3,837)	(21,776)	(8,317)	(8,292)	(8,292)
Total Charges to Departments	(2,406,116)	(3,430,028)	(4,535,963)	(4,508,094)	(4,508,094)
Net Budget	1,147,948	1,669,091	2,238,263	2,269,152	2,284,285

Employee Benefits

General Fund

Fund: 100

Subfund: 0

Appropriation: 11480

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Less: Revenues					
7479 Other Govts-Trial Courts	(5,000)				
8248 Personnel Services	(519,125)	(652,169)	(697,622)	(733,795)	(733,795)
8764 Miscellaneous Revenues		(12)			
8780 Contributions from Other Funds			(79,075)		
Total Revenues	(524,125)	(652,181)	(776,697)	(733,795)	(733,795)
Net County Cost	623,823	1,016,910	1,461,566	1,535,357	1,550,490

Personnel

General Fund

Fund: 100

Subfund: 0

Appropriation: 10500

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	436	172			
1002 Salaries and Wages	1,054,280	1,170,865	1,404,616	1,322,498	1,542,226
1003 Extra Help	4,616	5,941	10,891	2,000	11,682
1005 Overtime & Call Back	1,000	4,532	3,668		
1006 Sick Leave Payoff	7,229	22,658			
1007 Comp for Absence-Illness	4,433				
1300 P.E.R.S.	73,755	123,706	276,023	252,591	252,591
1301 F.I.C.A.	79,799	89,022	108,567	101,324	101,324
1310 Employee Group Ins	141,316	176,798	210,801	210,801	210,801
1315 Workers Comp Insurance	21,894	5,922	42,855	41,681	41,681
Total Salaries & Benefits	1,388,758	1,599,616	2,057,421	1,930,895	2,160,305
Services & Supplies					
2050 Communications - Radio	528				
2051 Communications - Telephone	27,168	28,064	29,496	29,496	29,496
2068 Food	160				
2274 Delivery & Freight Charges		6			
2290 Maintenance - Equipment	108		1,000	1,000	1,000
2291 Maintenance - Computer Equip	324	648			
2292 Maintenance - Software	3,411				
2439 Membership/Dues	1,060	175	800	800	800
2481 PC Acquisition	2,512	8,494			
2511 Printing	24,275	29,048	29,750	22,750	22,750
2522 Other Supplies	2,256	2,912	33,000		
2523 Office Supplies & Exp	26,087	12,851	22,775	20,775	20,775
2524 Postage	12,809	9,855	12,950	12,950	12,950
2554 Commissioner's Fees	11,918	9,226	10,000	10,000	10,000
2555 Prof/Spec Svcs - Purchased	42,747	66,593	54,085	29,085	38,085
2701 Publications & Legal Notices	86,781	55,604	80,600	56,815	56,815
2709 Rents & Leases - Computer SW	5,895	6,675	6,640	6,640	6,640
2809 Rents and Leases-PC	1,390	6,833			
2838 Special Dept Expense-1099 Repor	10				
2840 Special Dept Expense	7,359	10,135			
2844 Training	1,258	1,798	3,000	3,000	3,000
2845 Mgmt Comp-Cash Out	750				
2931 Travel & Transportation	4,387	4,705	3,000	3,000	3,000
2932 Mileage	3,372	2,936	1,500	1,500	1,500
2941 County Vehicle Mileage	38		150	150	150
Total Services & Supplies	266,603	256,558	288,746	197,961	206,961
Charges From Departments					
5051 I/T - Communications	120				
5291 I/T Maintenance - Computer Equipm			3,179	3,179	3,179
5405 I/T Maintenance - Bldgs & Improvem		342	134	134	134
5523 I/T Office Supplies & Expenses	204				
5552 I/T - MIS Services	510		510	510	510
5555 I/T Prof/Special Services - Purchase		569			
5556 I/T - Professional Services		210	3,712	3,712	3,712
5840 I/T Special Dept Expense	494	90			
Total Charges From Departments	1,328	1,211	7,535	7,535	7,535
Gross Budget	1,656,689	1,857,385	2,353,702	2,136,391	2,374,801

Personnel

General Fund

Fund: 100

Subfund: 0

Appropriation: 10500

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Less: Charges to Departments					
5002 I/T - County General Fund	(216,653)	(196,316)	(303,601)	(292,101)	(406,316)
5008 I/T - County Office Bldg Fund	(1,913)	(1,913)			
Total Charges to Departments	(218,566)	(198,229)	(303,601)	(292,101)	(406,316)
Net Budget	1,438,123	1,659,156	2,050,101	1,844,290	1,968,485
Less: Revenues					
8248 Personnel Services	(90,207)	(97,284)	(80,627)	(80,627)	(80,627)
8764 Miscellaneous Revenues	(179)	(8,163)			
8780 Contributions from Other Funds	(8,163)		(34,000)	(25,000)	(25,000)
Total Revenues	(98,549)	(105,447)	(114,627)	(105,627)	(105,627)
Net County Cost	1,339,574	1,553,709	1,935,474	1,738,663	1,862,858

**PERSONNEL DEPARTMENT
APPROPRIATION SUMMARY
Fiscal Year 2004-05**

ADMINISTERED BY:

PERSONNEL DIRECTOR

Appropriations	FY 2003-04		FY 2004-05	
	Actual	Position Allocations	BOS Approved Budget	Position Allocations
GENERAL FUND				
Personnel	\$ 1,659,156	23	\$ 1,968,485	23
Employee Benefits	1,669,091	7	2,284,285	7
Subtotal General Fund	\$ 3,328,247	30	\$ 4,252,770	30
INTERNAL SERVICE FUNDS				
Unemployment Insurance** - Fund 270/500	\$ 437,897	0	\$ 305,721	0
Dental & Vision Insurance** - Fund 270/850	2,805,534	0	3,152,715	0
Subtotal Internal Service Funds	\$ 3,243,431	0	\$ 3,458,436	0
TOTAL ALL FUNDS	\$ 6,571,678	30	\$ 7,711,206	30

**Budget includes total operating expenses and fixed assets.

State Controller
County Budget Act
(1985)

County of Placer
State of California
Operations of Internal Service Fund
Operational Statement for the Fiscal Year 2004-05

County Budget Form
Schedule 10

Fund: 270 Self Insurance Fund					
Subfund: 850 Dental & Vision Insurance					
Budget Unit: 2850 Dental & Vision Insurance					
Operating Detail (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Department Request 2004-05 (4)	Recommended by C.E.O. 2004-05 (5)	Approved Adopted by the Board of Supervisors 2004-05 (6)
Operating Income					
8784 Contrib Dental Ins Prem-COBR	25,602	29,597	121,518	121,518	121,518
8785 Contrib Dental Insurance Premiu	1,958,102	2,296,800	2,607,631	2,607,631	2,607,631
8786 Contrib Vision Insurance Premiu	352,614	421,082	433,293	433,293	433,293
8787 Contrib Vision Insur Premium-COBR	6,329	7,729	2,701	2,701	2,701
8788 Contrib Dental Ins Premium-Leav	9,546	10,483	257	257	257
8789 Contrib Vision Ins Premium-Leav	1,575	2,014			
Total Operating Income	2,353,768	2,767,705	3,165,400	3,165,400	3,165,400
Operating Expenses					
2550 Administration		90,106	100,509	100,509	100,509
2555 Prof/Spec Svcs - Purchased	234,529	221,579	236,343	236,343	236,343
2709 Rents & Leases - Computer S	5,150	5,804	5,804	5,804	5,804
2840 Special Dept Expense	79,472				
3551 Transfer Out A-87 Costs	53,363	66,215			
3851 Interest			19,898	19,898	19,898
3923 Employee Claims			2,679,188	2,679,188	2,679,188
3925 Judgments and Damages	387,095				
5600 Appropriation for Contingencies			110,973	110,973	110,973
Total Operating Expenses	759,609	383,704	3,152,715	3,152,715	3,152,715
Net Operating Income (Loss)	1,594,159	2,384,001	12,685	12,685	12,685
Non-Operating Revenue (Expense)					
3923 Employee Claims	(1,732,785)	(2,421,830)			
6950 Interest	7,864	2,071	5,000	5,000	5,000
8764 Miscellaneous Revenues	(453)				
8780 Contributions from Other Funds	(33)				
Total Non-Operating Revenue (Expense)	(1,725,407)	(2,419,759)	5,000	5,000	5,000
Net Income (Loss)	(131,248)	(35,758)	17,685	17,685	17,685
Fixed Assets					
Total Fixed Assets					